



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	2-6-2012
Subchapter:	1	Forms	
Issuance:	9.42	<b>CP&amp;P Form 9-42, Annual SPRU Certification</b>	

Click here to view or print CP&P Form [9-42](#), Annual SPRU Certification.

### WHEN TO USE IT:

The SPRU Coordinator is responsible for conducting an Annual Certification of each SPRU Worker and each SPRU Supervisor on the local SPRU roster. The SPRU Coordinator documents the process by completing CP&P Form [9-42](#), Annual SPRU Certification form. Each employee serving SPRU has a one-year "term of employment." Upon meeting annual certification requirements, duly documented on CP&P Form [9-42](#), the term of employment is extended for another year. See policy [CP&P-II-D-1-500](#), Annual Certification of SPRU Staff

### HOW TO USE IT:

- The SPRU Coordinator uses CP&P Form [9-42](#) as a guide for completing the Annual Certification process as follows:
- Confirm that the employee continues to work in a CP&P office within the county served by the SPRU operation;
- Confirm that the employee's current work title is in compliance with SPRU Worker or SPRU Supervisor eligibility requirements;
- Confirm the employee has a satisfactory Performance Assessment Review (PAR);
- Confirm that the employee has a motor vehicle operating license (i.e., driver license, valid in the State of New Jersey);
- Confirm that the employee attended (or will complete) forty (40) hours of training for the calendar year;

- Confirm that the employee's caseload size is substantially in compliance with current agency standards/the Modified Settlement Agreement;
- Confirm that the employee attended First Responder's Training; SPRU Worker and/or SPRU Supervisor training, as applicable; and passed the written SPRU Worker test;
- Confirm that the employee has a working home telephone or a personal cell phone. Note: SPRU staff are required to have two (2) means of contact - the State-issued cellular phone and either a home telephone or a personal cell phone;
- Confirm the quality of the employee's case recording and the timeliness of response by reviewing a sampling of his or her written SPRU work (Investigation Summaries, DCF Form [2-1](#), SPRU Supervisor Logs, CP&P Form [9-24](#), etc.).

#### **TIPS FOR COMPLETING THE FORM:**

Enter information as indicated in the spaces provided.

#### **SIGNATURES AND APPROVALS:**

The Annual SPRU Certification requires three (3) levels of approval. Apply these general guidelines when obtaining approvals. (Managers may name a designee.)

For Workers (i.e., Family Service Specialists, FSS title series), obtain approval to continue to serve the local SPRU operation from the following:

- Immediate Supervisor
- Casework Supervisor
- Local Office Manager

For Supervisors (i.e., Supervising Family Service Specialists, SFSS) obtain approval to continue to serve the local SPRU operation from the following:

- Casework Supervisor
- Local Office Manager
- Assistant Area Director

For Casework Supervisors, obtain approval to continue to serve the local SPRU operation from the following:

- Local Office Manager
- Assistant Area Director
- Area Director

#### **DENIAL OF CERTIFICATION:**

When denying certification, the Supervisor/Manager completes the "Denial of Certification" section at the end of the form. Enter a reason or reasons for denying certification. Attach additional sheet(s) of paper if additional space is needed. The denying authority enters his or her name and title, and signs and dates the form in the space provided.

#### **DISTRIBUTION:**

Original - Local SPRU operation records

Copy - Employee

Copy - SPRU Coordinator of any other SPRU operation for whom the employee is working SPRU as an exceptional hire